



Eidgenössische Technische Hochschule Zürich  
Swiss Federal Institute of Technology Zurich

## Department of Health Sciences and Technology Food Science Master's Degree Programme

### Regulations for Voluntary Internship and Certification

Issued 23 May 2018

*Important: English is not an official language of the Swiss Confederation. This translation is provided for information purposes only and has no legal force.*

*The Department of Health Sciences and Technology (D-HEST)*

based on Art. 9 Para. 4 of the Regulations for the Food Science Master's Degree Programme of 1 November 2016

*has issued the following regulations:*

#### Part 1: General Terms and Conditions

##### Art. 1 Objective of certification

<sup>1</sup> The certificate attests to a voluntary, additional, professional qualification.

##### Art. 2 General principles

<sup>1</sup> The internship is a non-mandatory part of the master's degree programme.

#### Part 2: The Internship

##### Art. 3 Objective and substance of the internship

<sup>1</sup> Prospective graduates of the Food Science degree programme learn professional tasks in their field outside the university.

<sup>2</sup> Students apply and broaden acquired knowledge in their daily work.

<sup>3</sup> Social skills relevant to the job market are promoted, such as working in teams, communication, conflict resolution, as well as work and time management.

<sup>4</sup> The internships provide students with insight into the professional fields of food scientists, facilitating entry into their professional lives by offering initial experience within the job market as well as the opportunity to make contacts with potential employers.

##### Art. 4 Requirements of the internship company

<sup>1</sup> The internship company must designate a person responsible for supervising the intern during the entire internship.

<sup>2</sup> The intern must be offered contact to professionals inside and outside the internship company and must be supported in doing so.

**Art. 5 Requirements of the internship**

- <sup>1</sup> The internship project must be connected to the Food Science degree programme.
- <sup>2</sup> The internship project must be completed outside the university.
- <sup>3</sup> An internship report must be drafted according to the requirements of D-HEST.

**Art. 6 Duration and timeframe**

- <sup>1</sup> The internship must comprise at least 16 weeks of full-time work. Exceptions are subject to Art. 12.
- <sup>2</sup> The entire duration of the internship must be completed within the same internship company during one continuous time period.
- <sup>3</sup> The internship may be completed at the earliest after the last bachelor semester has ended.

**Art. 7 Selection of internship company**

- <sup>1</sup> Students are responsible for selecting their own internship. The internship may be completed in Switzerland or abroad.

**Art. 8 Internship components**

- <sup>1</sup> The components are:
  - a. position at an internship company;
  - b. completion of an internship project, which must be submitted in writing in advance to the applicable D-HEST office for approval;
  - c. internship according to D-HEST requirements;
  - d. letter of reference or employment confirmation letter.

**Art. 9 Duties of the department**

- <sup>1</sup> The department supports Food Science students in the preparation and execution of the internship and makes the necessary information available to both the students and the internship company.
- <sup>2</sup> The department approves the internship based on the written internship project description.

**Part 3: Certification****Art. 10 Conditions for internship certification**

- <sup>1</sup> The conditions for the certification of the internship are:
  - a. internship project description submitted on time and approved by the department;
  - b. successfully completed position at the internship company;
  - c. accepted internship report.



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<sup>2</sup> The internship report, together with a copy of the letter of reference or employment confirmation letter, must be submitted to the department at the latest one month after the start of the first semester following the internship.

#### **Art. 11 Content and issuance of certificate**

<sup>1</sup> The certificate attests to the completion of the internship as part of the Food Science master's degree programme as per the guidelines set by the Food Science study programme.

<sup>2</sup> The certificate includes the personal information of the student, as well as the name and address of the internship provider and information on the time and duration of the internship, as well as the title of the internship project.

<sup>3</sup> The certificate is signed by the department and the applicable director of studies.

### **Part 4: Final Provisions**

#### **Art. 12 Special cases**

<sup>1</sup> The director of studies may, in special cases, approve deviations from these regulations if requested through a justified written request by the student after consultation with the applicable department office.

<sup>2</sup> The decision made by the director of studies is final.

#### **Art. 13 Validity**

<sup>1</sup> These regulations come into effect on 23 May, 2018 and replace all other regulations.

Approved by the D-HEST Department Conference of 23 May 2018.